

## CHAPTER 1

## GENERAL, ADMINISTRATIVE AND MISCELLANEOUS

1-4-A. Personal Property and Government-owned Vehicles1. Authority.

a. To make determinations and grant exemptions required by law or regulation regarding personal property management in accordance with Federal Property and Administrative Services Act of 1949 40 U.S.C. 471 et sec., and the Federal Property Management Regulations, 41 CFR Chapter 101.

b. To declare excess or surplus Government personal property which is under the control of EPA and not required for Agency use and to sell personal property under the conditions described in the Federal Property Management Regulations, 41 CFR 101-45.1053.

c. To approve requisitions of GSA-leased passenger carrying vehicles and light duty trucks.

d. To make determinations required by law or regulation regarding the use or transfer of Government-owned or -leased vehicles, to include regular travel by an employee between home and place of employment.

e. To approve intermittent overnight retention of Government-owned or -leased vehicles at an employee's residence.

2. TO WHOM DELEGATED.

a. The authorities in 1.a.-1.e are redelegated to the Assistant Regional Administrator for Planning and Management.

b. The authority in 1.b. is further redelegated to the Chief, Facilities Management and Services Branch.

c. The authorities in 1.c.-1.e. are further redelegated to Division and Office Directors. The authority in 1.e. may be redelegated to the Branch Chief level.

3. LIMITATIONS.

a. For other than OIG and Office of Enforcement employees, authority to exempt U.S. Government-owned motor vehicles from conspicuous U.S. Government identification is reserved to the Administrator.

<b>REGION V MANUAL</b>
<b>REGION 5 DELEGATION MANUAL</b>

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b. EPA travelers on official travel status must follow the EPA travel regulations contained in Resource Management Directive System (RMDS), Chapter 2550B-EPA Travel Manual.

c. Authority to approve requisitions for the acquisition of non-GSA passenger-carrying vehicles and light duty trucks either by purchase, hire or commercial lease for a period of 60 or more consecutive days resides with the Director, Facilities Management and Services Division, EPA Headquarters.

d. Only the Regional Administrator may approve his/her own authorization for the use and retention of government-owned or -leased vehicles.